

Library & Recreation Services



Department



CORONA

TEEN

ZONE

AfterSchool Program

Dear Corona Teen Zone Parent,

Welcome to Corona Teen Zone! This Parent Handbook was created to better acquaint you with the Teen Zone After-School Recreation Program.

Please read this handbook carefully. It is full of helpful tips and important details on what you can expect from us and what we expect of our parents and participants. It will also address many of your questions and should help you prepare your child for participation in the program.

We ask that you sign and return the back cover of this handbook. By signing, you acknowledge that you have received the handbook, read it, and understand program policies. Please discuss program rules and policies with your child as it is your responsibility to ensure that the information is relayed and understood.

On behalf of the City of Corona, we would like to thank you for selecting our Corona Teen Zone program for school year 2017-2018.

Please feel free to contact us if you have any questions or concerns.

Kids Club/Teen Zone Office: (951) 739-4939

Teen Zone Email: TeenZone@CoronaCA.gov

Denise Doud, Assistant Recreation Coordinator

Telephone: (951) 739-4866

Email: Denise.Doud@CoronaCA.gov

Follow us on:



[Facebook.com/CoronaRecreation](https://www.facebook.com/CoronaRecreation)



Instagram: [@Corona_Recreation](https://www.instagram.com/Corona_Recreation)

The Corona Teen Zone is for students currently enrolled in seventh and eighth grades at Caesar Chavez Academy. Students should arrive each day immediately following end-of-day dismissal. Students must sign-in with staff each day at the designated location. They must be signed out by an adult authorized for pick-up and leave the area by the time the program ends, no later than 6:00 p.m.

All program participants must have a completed emergency card and signed consent form and handbook acknowledgment on file prior to attendance in our program. This information must be returned in person to the Recreation Services Office at City Hall, 400 S. Vicentia Avenue, Ste. 225, or the Circle City Center, 365 N, Main Street. The Recreation Office is open Monday-Friday, 8 a.m. - 5 p.m. Circle City Center hours are Monday - Friday, 9 a.m. - 8 p.m. and Saturday, 9 a.m. - 5 p.m.

***Please note that Corona Teen Zone does NOT operate on school closure dates including holidays, breaks, or minimum days. Program costs are prorated for school holidays.**

Corona Teen Zone aims to provide a safe, healthy, and comfortable environment for your student. Our staff continuously work on encouraging positive interaction between participants. They stress the importance of respect for oneself, peers, and program staff. Our program promotes fun team building activities. Weekly activities are planned around a theme.

Our daily routine includes homework time, an organized group game, and special activities. If time allows, supervised free play may be allowed in designated areas. Participants who wish to complete their homework may do so as time permits. We ask that you encourage your student's participation in all Corona Teen Zone activities. Once s/he discovers how much fun the program is, they are more likely to stay involved and be excited about attending.

Helpful Suggestions for Corona Teen Zone Participants

We work hard at making all participants feel safe and welcome while at Corona Teen Zone. Remember that we are primarily an outdoor program. We only go inside during inclement weather. We have listed a few suggestions to help your student enjoy Corona Teen Zone .

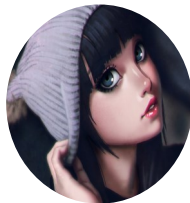
All Teen Zone participants are encouraged to bring:

- ◆ Water bottle
- ◆ Homework and notebook for writing
- ◆ Pencil and/or pen
- ◆ Books
- ◆ Close-toed shoes
- ◆ Lightweight jacket for cool weather
- ◆ Additional snacks
- ◆ Positive Attitude



During the winter months, we suggest that you send the following items with your child:

- ◆ Heavy jacket or thick sweater
- ◆ Gloves and/or scarf
- ◆ Water Bottle



During the warmer months, we suggest that you send the following items with your child:

- ◆ Sunscreen (to be applied as needed)
- ◆ Water bottle
- ◆ Hat/visor



Sign-In & Sign-Out Procedures



- It is the responsibility of participants to sign in with staff at the designated CTZ location at their school site immediately following end-of-day dismissal from class.
- It is the responsibility of parents to ensure participants know where the program meets and understand sign-in procedures.
- It is the responsibility of parents or other pre-approved adults to sign the participants out before leaving CTZ each day. For the safety of our participants, all adults must be prepared to show a photo ID anytime they pick up a participant. Refusal by an adult to sign a participant(s) out of the program or to show ID may result in the participant's dismissal from Teen Zone.
- It is the responsibility of the person picking up a student to ***check daily for program notices and reminders.***

Once your student is registered in our Corona Teen Zone Program, we suggest you and your student visit the site a day or two BEFORE attending. Our friendly staff will answer any questions you may have.

Each day, participants are asked to line up and sign our "Daily Attendance" Sheets. This is their daily commitment to adhere to all Basic Corona Teen Zone Rules and disciplinary procedures.

Basic Corona Teen Zone Rules

To ensure a safe and healthy CTZ environment, participants must:

- ***"BE SAFE, BE KIND, AND BE POSITIVELY INVOLVED!!"***
- Sign in with program staff. Refusal to sign-in will result in being taken to the school office and left in the care of school staff. Parents, or other authorized party listed on the emergency card, will be notified.
- Be signed out by a parent / guardian or other pre-approved adult.
- Be polite and courteous to others.
- Remain with group at all times and follow staff directives.
- Adhere to ALL school rules and policies.
- Never leave the premises.
- Never engage in physical violence or inappropriate language.
- Never use of alcohol, tobacco, drugs, weapon, etc...

Emergency Cards

Emergency cards for all participants are kept on file at each Corona Teen Zone site. A new emergency card must be completed each year your child attends our program! Remember to update your emergency cards when information changes including changes in your address, home, work, or cell phone numbers, or in adults you authorize to pick up your student(s). Please remember only the primary parent/guardian can make changes to his/her child's emergency card. **BE SURE TO LIST LOCAL CONTACTS WHO ARE WILLING TO ASSUME RESPONSIBILITY FOR YOUR CHILD!** We cannot release your child to **ANYONE** other than those listed on your emergency card.

Payments & Fees

The cost to attend Corona Teen Zone is \$40 per child per week. This cost includes a daily snack. Days in which your student(s) does not attend are **not rolled over**, transferred to future weeks, or refunded. However, if you pay for a week and your child cannot attend any day that week, the funds can be transferred to a future week **only if you notify the Corona Teen Zone office by noon on Monday of the week your student was registered to attend**. You must register for each week no later than **11:59 p.m. on the Thursday prior to the week of participation**.

Once your student(s) is registered, payments can be made on-line, in-person, via a check mailed to the office, or by credit card over the telephone. Payments can also be made by credit card at the Teen Zone site. We accept Visa, MasterCard and Discover credit cards for payment.



Payments are accepted:

- Corona Teen Zone School Site
During normal operational hours
- Recreation Services Office (City Hall), 400 S. Vicentia Ave., Ste 225
Monday—Friday 8am-5pm
- Circle City Community Center, 365 N. Main St.
Monday—Friday, 9am - 8pm
Saturday, 9am - 5pm

Personal Property

The City of Corona and employees of Corona Teen Zone are not responsible for personal items. All participants must adhere to all school rules and policies, thus anything not permitted at school should not be brought to Teen Zone. Inappropriate items will be confiscated if they are not put away when asked.

The following are examples of items not allowed at school or at CTZ:

- Toys
- Electronic devices
- Collector cards and items (i.e.- Pokemon, Yu-gi-oh, etc.)
- Inappropriate magazines, books, or picture
- Gum
- Sports equipment

Cell Phones

Corona Teen Zone adheres to the Corona-Norco Unified School District policy regarding cell phones. Any child having a cell phone in their possession will be asked to keep it in their backpack. They will only be allowed to check their phone under the direct supervision of staff member and if it is not disruptive to the program.

Only the owner of the cell phone will be allowed to handle it. Any inappropriate behavior or mishandling of a cell phone will be grounds for confiscation by a staff member until parent arrival.



Snack

A daily snack and/or food craft will be provided for your child. Feel free to pack additional snacks and always send a water bottle with your student.

Walkers & Bike Riders

Our policy for participants who walk or ride their bike home is as follows:

- Parent permission must be indicated on the emergency card.
- Participant will be required to sign themselves out before leaving.
- Participant will be released at the time indicated on the emergency card. **If a time is not noted, participants will be released when our program ends at 6:00 PM or 4:30 PM in the winter.**
- No participant will be allowed to walk or ride a bike home in the dark. Thus, no child will be released after 4:30 p.m. during the winter months (mid-October through March). Please email TeenZone@CoronaCA.gov and let us know what time your child is authorized to walk or bike home. **Email authorization is only valid for the one (1) day email authorization is given.**
- Please include the following content in your **authorization email**:
 - The name of the parent/guardian who is sending the email for pick-up.
 - The name of the participant(s) being picked up.
 - The Corona Teen Zone site your participant(s) attends.
 - The name of the authorized person you are allowing to pick-up your participant(s).
 - If you are sending a walk-home authorization, include all information that applies.



Medication

Corona Teen Zone staff are not authorized to store, hand out, and/or assist any participant in taking any medication—including cough drops and aspirin. It is important to note any health issues or conditions on the participant's emergency card to inform staff of potential issues. It is also helpful to discuss these issues directly with on-site staff.

Corona Teen's Zone Pick-up Policy

If you are going to be late picking up your child, please contact the Corona Teen Zone office at (951) 739-4939, so we can adequately prepare for staffing. Late fees will still apply as indicated below.

If a participant has not been picked-up by 6:00 p.m., s/he will be considered a "late pick-up." Staff will contact the CTZ Office. At 6:05 p.m., an additional \$8 fee will be charged to your account. The late fee must be paid before the week has concluded.

If a participant has not been picked up by 6:15 p.m., staff will begin calling the approved emergency contacts to pick up your child. If no one on the emergency card is available or willing to pick-up the participant, staff will request access to school emergency cards and will check for additional emergency contacts. After every effort has been made to contact someone, staff will provide the CTZ Office an update.

An additional \$8 fee will be assessed for every 15 minutes, or portion thereof, after 6:05 p.m. until the participant is picked up. If the participant has not been picked-up by 7:00 p.m. and we have not heard from parents or emergency contacts, the **Corona Police Department and/or Riverside County Child Protective Services will be called.**

If you are assessed three late pick-ups within a thirty day period, your student will be suspended from the program for one day (usually the next day of attendance). Five late pick-ups within a thirty day period will result in further suspension and/or possible expulsion from the program. All late pick-ups will be evaluated on an individual basis. There are no fee reimbursements for a suspension.

Please update your emergency contacts as necessary. **WE SUGGEST YOU INCLUDE ONLY LOCAL CONTACTS WILLING TO ASSUME RESPONSIBILITY FOR YOUR STUDENT!** We will not release a participant to **ANYONE** not listed on your emergency card. Should circumstances require someone not listed on your emergency card pick up your child, you must submit an EMAIL request. Please see "Authorization Email" information on page 8. CTZ staff will not accept any other form of authorization. Address your email to: TeenZone@CoronaCA.gov.

Disciplinary Procedures

In order to maintain a safe environment, all Teen Zone participants are expected to follow the Basic Corona Teen Zone Rules (including all school site rules and policies) as indicated on page 5. The following is a list of disciplinary procedures for those students who do not follow program rules. All serious offenses will be dealt with immediately.

Minor Infractions: These include pushing, grabbing, or taunting another participant, arguments, disobeying a leader's direction, or going "out of bounds." GUIDANCE STEPS: (1) Discussion and warning (2) Reduction of free time; (3) Immediate time out; and (4) Writing sentences.

Major Infractions: These include fighting or aggressive behavior towards other participants and/or staff, blatant disobedience, foul language or inappropriate gestures, racial slurs, bullying, leaving the premises without permission, use or possession of drugs or alcohol, or wielding any object as a weapon. Consequences can include program suspension for one or more days or expulsion.

Parents will be notified by the site staff when an infraction occurs. Major infractions may require a conference with the Recreation Supervisor. A conference for repeated infractions will be arranged with the parent, Assistant Recreation Coordinator, and Recreation Supervisor before the child is removed from the program. Please be aware **NO PARTICIPANT**, regardless of age, may strike staff for any reason. Continual disregard for program policies will result in suspension or expulsion.

Serious Infractions: Possession of any firearm, knife, explosive or other dangerous object considered to be a weapon, and/or stating or implying possession of a weapon is grounds for immediate program expulsion. Intentionally engaging in harassment, threats, or intimidation directed against another participant or staff member (i.e.; "I am going to kill you"). Even if, upon review, it is determined that the participant would not act on such threats, the action will still result in immediate suspension of **thirty days**. Subsequent violations may result in expulsion from the program.

Suspension and Expulsion Procedures

If a participant is suspended two times, the Recreation Supervisor will request a parent meeting to create a behavioral improvement plan.

If a participant receives multiple suspensions and/or the behavior is not corrected, the participant's file will be sent for review by the Administrative Services Manager and the Recreation Supervisor. The parent will be provided an opportunity to meet with administrative staff following the review. This review may result in a long-term suspension or expulsion of the participant. Such decisions are final.



Parent Visitation Policy

Parents/guardians are welcome to visit Corona Teen Zone site during program hours. Teen Zone Staff will attempt to make themselves available to answer all questions, but please remember that our first priority is to supervise program participants to ensure their safety.

If you do visit, please inform Teen Zone staff upon your arrival at the site as staff must confirm that visitors are on the authorized pick-up list. Then, staff will locate your student and will provide an area for you to meet. We request meetings be kept brief to avoid program interruption and minimize impacts. If a longer meeting is necessary, we recommend it be conducted offsite. The student(s) can be signed back into the program upon return.

Parents/guardians are also welcome to observe the program, but are asked not to interfere with operations. Observations should also be kept to a minimum to avoid impacts to the program or staff supervision.

All program questions should be directed to the LARS Leader III on site or parents can contact the Corona Teen Zone office at (951) 739-4939.



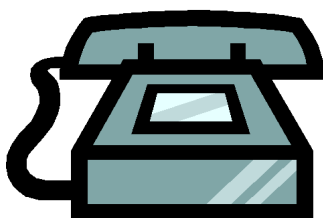
Cancellation of a Corona Teen Zone Site

Our after-school programs are based on availability. Sites may reach capacity or be cancelled due to low enrollment. If this situation arises, every effort will be made to notify parents in a timely manner. In the event the site is cancelled, we will issue a full refund.

Department Policies & Procedures for Natural Disasters

In the event of a natural disaster, the City will enact its Emergency Disaster Plan.

If necessary, Corona Teen Zone participants may be transported by City vehicle to an emergency shelter. Staff at Corona Teen Zone site will make every effort to inform parents through signs, posters, flyers, etc. as to the whereabouts of participants . All participants will be supervised until they are picked-up by a parent. As in our normal procedure, we will only allow participants to be released to the pre-approved emergency contacts.



City of Corona
Library & Recreation Services Department
400 S. Vicentia Avenue, Suite #225 (2nd Floor)
Corona, CA 92882-3238

Circle City Community Center 365 N. Main Street

Main Office

Main Office fax

(951) 736-2241

(951) 279-3683

Teen Zone Office

Circle City Center

(951) 739-4939

(951) 817-5755

Teen Zone mobile

(951) 903-3460

Corona Teen Zone E-mail: TeenZone@CoronaCA.gov

Website: www.CoronaCA.gov

City of Corona Library & Recreation Services Department

**Acknowledgement of Receipt of Parent Handbook
And Corona Teen Zone Parent Agreement**

I have received a copy of the City of Corona Teen Zone Parent Handbook. I have read and understand the policies and procedures and other important information and am responsible for adherence to them. I also understand it is my responsibility to read and explain them to my student(s) enrolled in the Teen Zone Program. *(Please initial each box, provide the requested information, and sign below.)*

- ☐ By signing this agreement, I understand that I am the primary account holder and will be held fiscally responsible for all program, delinquent account, and late fees.
- ☐ I will review this handbook with my student(s) before the first day they attend Corona Teen Zone.
- ☐ I have reviewed the Late Fee policy on page 9 of this handbook and understand as the primary account holder, I will be responsible for all late fees.
- ☐ I have reviewed the NEW emergency card procedures on page 6 of this handbook.
- ☐ I understand the weekly payment deadline is Thursday, by 11:59pm, of the week preceding my child(ren)'s participation.

Student's Name

Student's Name

Teen Zone Location

Date

Parent's Name *(please print)*

Parent's Signature

Cut here

